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CONSTITUTION
AND
RULES OF ORDER
FOR
SABBATH SCHOOLS
AND
Young People's Christian Associations.

COMPILED BY

JAMES KNOWLES, JR.,
Secretary Knox Church Sabbath School, Toronto.

"Let all things be done decently and in order."—1 Cor. xiv. 40.

Toronto :

PUBLISHED BY C. BLACKETT ROBINSON, 5 JORDAN STREET.

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PREFACE.

The value and power of Sabbath Schools and Christian Associations cannot be over-estimated ; and it is beyond question "that what is worth doing should be well done." The object of the accompanying pages is to increase the interest in and efficiency of two powerful agencies of Church work. Many inquiries having been made concerning the methods best adapted to promote Sabbath Schools and Young People's Christian Associations, the compiler has thought that a Manual of this kind would meet the want felt in many Churches. The rules and regulations in this work have been tried for many years, proving of great assistance.

They are now offered to the public with the hope that they will be the means of furthering and advancing the cause of the Church.

The earth her fruit shall yield ;
Our God shall blessings send ;
God shall us bless, men shall Him fear,
Unto earth's utmost end.

J. K., JR.

TORONTO, *December, 1885.*

CONTENTS.

	PAGE
Preface	3
Constitution of Sabbath School	5
By-Laws of Sabbath School	8
Superintendent's Duties	8
Secretary's Duties	9
Treasurer's Duties	10
Librarians' Duties	10
Teachers' Duties	11
Rules for Scholars	13
Suggestions in Forming a Young People's Chris- tian Association	16
Constitution of Young People's Christian Associ- ation	17
President's Duties	18
Secretary's Duties	18
Assistant Secretary's Duties	18
Treasurer's Duties	19
Editor's Duties	19
By-Laws	20
Order of Business at Meetings	20
Rules for Debates, Essays, Readings	21
Duties of Executive Committee	21
Election of Members	22
Rules of Order	23

CONSTITUTION

OF

Church

SABBATH SCHOOL.

PAGE

3

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ARTICLE 1.

This Society shall be known as " _____
Sabbath School Association."

ARTICLE 2.

This Association shall have for its object the
religious training of the young.

ARTICLE 3.

The Office Bearers of this Association shall consist of a President, who shall be the pastor of the Congregation, also a Superintendent, Secretary, Treasurer, and three Librarians, to be elected by ballot on the last Wednesday in December of each year.

ARTICLE 4.

Teachers shall be proposed for election at any meeting, and may be elected on the Wednesday

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following, upon declaring their adherence to the regulations of this Association, and to the standards of the _____ Church.

ARTICLE 5.

Immediately on the election of a new member, such member shall be introduced to the Teachers present by the Superintendent or President.

ARTICLE 6.

Any Office Bearer or Teacher known permanently to have left the city, or _____ Church, shall be considered to have ceased connection with the Association.

ARTICLE 7.

On the resignation or retirement of any Office Bearer, the vacancy may be filled at the second meeting after any member has proposed the name of a successor.

ARTICLE 8.

A meeting of Teachers shall be held, when practicable, on Wednesday evening of each week, for the purpose of preparing the lesson for the following Sabbath, except on the evening of the Wednesday immediately preceding the Sabbath for review of lessons, which shall be devoted to business.

ARTICLE 9.

Special meetings of this Association may be called by the President or Superintendent alone, or by any one of the Office Bearers at the request in writing of any three of the Teachers.

ARTICLE 10.

At all business meetings seven shall constitute a quorum.

ARTICLE 11.

No alteration or addition shall be made in this Constitution or the By-Laws, unless at the Annual Meeting, and then only by a vote of two-thirds of the members present ; four weeks previous notice having been given by the member proposing such change.

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BY-LAWS.

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DUTY OF OFFICERS.

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SUPERINTENDENT.

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ARTICLE 1.

SEC. 1.—The President or Superintendent, when present, shall preside at all meetings, and shall open and close the same with devotional exercises.

SEC. 2.—The Superintendent shall arrange the classes, appoint Teachers for them, and make transfers from one class to another, whenever in his judgment the interests of the school appear to require it.

SEC. 3.—He shall limit the number of pupils in each class to eight, with the exception of the Infant and Bible Classes.

SEC. 4.—It shall be his duty to maintain a vigorous administration in every department of the School, and to see that everything is conducted in a manner becoming the Lord's Day and the House of God.

SEC 5.—He shall announce publicly each Sabbath to the School, immediately before its dismissal, the number of pupils present, and the amount subscribed for missionary purposes.

SEC. 6.—He shall endeavour to obtain a substitute in case of absence.

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## SECRETARY.

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### ARTICLE 2.

SEC. 1.—The Secretary shall enter in the Minute Book of the Association a minute of every meeting, and shall carefully keep all the other records of the Sabbath School.

SEC. 2.—He shall keep a "Roll," containing the name and place of residence of every Scholar connected with the School, together with the number of the Class of which each pupil is a member; of the Teacher of such Class, and whether such Scholar has or has not a Library card.

SEC. 3.—He shall report each Sabbath to the Superintendent the names and numbers of Teachers and Scholars present, together with the number of visitors.

SEC. 4.—He shall collect, or cause to be collected, the Missionary money from each Class, and report

the amount to the Superintendent; he shall also hand the same to the Treasurer, keeping an account on his minutes of the same.

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## **TREASURER.**

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### **ARTICLE 3.**

SEC. 1.—The Treasurer shall have charge of all the funds belonging to the Sabbath School; keep an account of expenses, and shall annually, or so often as he may be called on, report upon the financial affairs of the School. All his disbursements to be subject to the instructions of the Association.

SEC. 2.—He shall keep a separate account of the moneys received by him for School and Missionary purposes, and shall in no event apply the Missionary funds for any object other than that for which it was subscribed.

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## **LIBRARIANS.**

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### **ARTICLE 4.**

SEC. 1.—The Librarians shall have charge of all Library books, newspapers, bibles, tickets, cate-

chisms, hymn books, systems and publications received by the Association.

SEC. 2.—They shall report annually the condition of the books, the number of books added to the Library, the number of volumes in circulations and shall also from time to time communicate to the Association what they may deem necessary for the general efficiency of their department.

SEC. 3.—One or more of the Librarians shall aid the Superintendent, after closing the Library, by distributing hymn books, tickets, etc., etc., also in the giving out of papers and dismissing classes.

SEC. 4.—They shall call in the Library books once every six months.

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## TEACHERS.

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### ARTICLE 5.

SEC. 1.—Teachers shall be punctual in attendance at every session of the School, and in case of necessary absence shall inform the Superintendent and, if possible, recommend a substitute.

SEC. 2.—They shall preserve order in their several classes, and not permit Scholars to leave their seats without sufficient reason.

SEC. 3.—They shall report promptly to the Superintendent all violations of the various rules laid down for Scholars.

SEC. 4.—They shall make all possible exertions to promote the general prosperity of the School, and secure in the highest degree the advancement of their Scholars both in knowledge and piety.

SEC. 5.—They shall endeavour to attend the Teachers' Meetings held on Wednesday evenings.

SEC. 6.—They shall be energetic in their efforts to secure new Scholars and Teachers.

SEC. 7.—They shall visit the Scholars at their homes, especially when sick or absent.

SEC. 8.—Every Teacher shall, on the first Sabbath of each month, fill up a schedule of attendance for each Scholar in their respective classes during the preceding month, and shall endeavour to see that friends of each pupil shall regularly receive such monthly report.

SEC. 9.—In case of the withdrawal of any member from the School, or of the habitual neglect of his or her duty, or being guilty of improper conduct, such member may be expelled, at any monthly meeting, by a two-thirds vote of this Association.



**RULES FOR SCHOLARS.**

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1.—They shall carefully prepare their respective lessons, and shall be regular in attendance, and punctually present at the hour appointed for opening the School.

2.—Every Scholar shall be entitled to a Library card on attending the School for two successive Sabbaths.

3.—They shall immediately after exchanging their books at the Library, go directly to their respective Classes.

4.—They shall take the greatest possible care to preserve their Library books, hymn books, systems and catechisms.

5.—They shall not keep books more than two weeks out of the Library.

6.—Every Scholar who shall be punctually present for forty-eight Sabbaths in the year, who shall perform all the prescribed exercises of the day to the satisfaction of his or her Teacher, and who shall behave in such a manner as meets with the approbation of the Teacher, he or she shall become entitled to receive a prize book.

7.—They shall pay a strict and respectful attention to whatever the Superintendent or Teacher shall say or require, and avoid all whispering, laughing, and improper conduct.

8.—Every Scholar shall immediately after School is dismissed go home at once, behaving in a manner becoming to the Lord's Day, while passing through the streets.



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CONSTITUTION,  
BY-LAWS and RULES OF ORDER  
OF  
\_\_\_\_\_ CHURCH  
Young People's Christian Association  
INSTITUTED \_\_\_\_\_

SUGGESTIONS  
IN FORMING A  
**Young People's Christian Association.**

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1. The notice for organizing such should be well circulated ; the larger the attendance the greater the enthusiasm.

2. Always select for officers tried persons—those who will faithfully perform the duties and take a lively interest in its affairs. One officer neglecting or carelessly performing the work will do great harm to a Society.

3. Advance the junior officers from time to time to the highest in the Association. It will work well, and prove encouraging to all.

4. Have a printed programme for the season, showing the subjects and topics which will be taken up at each meeting.

5. Publish the results of your meetings in the press. It will cause the Society to be known, besides showing absent members that they have missed something.

6. Never get discouraged by a small attendance, and, as far as possible, carry the programme out to the letter.

7. Always open and close each meeting promptly on time.

# CONSTITUTION.

---

## ARTICLE I.

This Society shall be known as the " \_\_\_\_\_  
Church Young People's Christian Association."

## ARTICLE II.

This Society shall have for its objects the religious and intellectual improvement of its members, and the benefit of others as opportunity may occur.

## ARTICLE III.

This Society adopts for the basis of its proceedings those fundamental doctrines of the Christian religion on which all Protestant Churches agree.

## ARTICLE IV.

SEC. 1.—This Society shall consist of Honorary, Corresponding and Active Members.

SEC. 2.—All candidates for admission shall be proposed by a member in writing, and elected according to By-Law.

## ARTICLE V.

SEC. 1.—The Officers shall consist of an Honorary President, President, 1st and 2nd Vice-Presi-

dents, Secretary, Assistant Secretary, Treasurer, Editor, and a Committee of Four, who shall be elected by ballot on the \_\_\_\_\_ of each year, and in case of a vacancy occurring in any office, the Society shall proceed to fill such office, after due notice has been given of their intention so to do.

SEC. 2.—It shall be the duty of the President to preside at all ordinary meetings of the Society, or in his absence, one of the Vice-Presidents, or in their absence, a chairman chosen by the meeting.

SEC. 3.—It shall be the duty of the Secretary to keep the minutes of the Society, register the names of members, and perform such other business pertaining to his office as the Society shall require of him, and, at the expiration of his term of office, to present a report of the general condition of the Society.

SEC. 4.—It shall be the duty of the Assistant-Secretary to notify candidates for membership of their election ; give all members appointed as Debaters, Essayists or Readers notice of their appointment as such, stating the subject and the time when they are expected to be present ; call meetings of the Executive Committee when necessary, and perform other duties pertaining to the office as the Society may require,




SEC. 5.—It shall be the duty of the Treasurer to collect all moneys due, and pay all bills when ordered by the Executive Committee so to do; keep an account of all moneys received and expended, and at the expiration of his term of office, present a report of the financial condition of the Society.

SEC. 6.—It shall be the duty of the Editor to prepare a manuscript paper composed of editorials and articles contributed by the members of the Society.

SEC. 7.—Any Officer absenting himself for three consecutive meetings without a sufficient reason, said office shall be considered vacant.

#### ARTICLE VI.

Additions, alterations and amendments may be made to this Constitution, four weeks' previous notice of such change being required, and subject to a two-thirds vote of the members present.



# BY-LAWS.

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## ARTICLE I.

SEC. 1.—The session of this Society shall commence on \_\_\_\_\_ and close on \_\_\_\_\_

SEC. 2.—The ordinary meetings of this Society shall be held on every \_\_\_\_\_ evening at eight p.m., unless otherwise ordered.

SEC. 3.—This Society shall meet for religious exercises every Sabbath morning at a quarter past ten.

SEC. 4.—The business of an ordinary meeting shall proceed in the following order :

1st. Opening.

2nd. Reading of Minutes.

3rd. Election of Members.

4th. Proposals for Membership.

5th. Literary Exercises.

6th. General Business.

7th. Announcement of business for next Meeting.

SEC. 5. Each Meeting shall be opened and closed with prayer.

**DEBATES, ESSAYS, READINGS.****ARTICLE II.**

SEC. 1.—All questions for debate shall be delivered to the Secretary in writing, for the approval of the Executive Committee.

SEC. 2.—The time allowed an essayist shall not exceed twenty minutes, for reading or recitation ten minutes, and to a speaker on a debate fifteen minutes, the opener on a debate to have an additional five minutes to reply.

SEC. 3.—There shall not be less than four nor more than six speakers on any debate, unless it is an open debate, when all members are entitled to speak—not more than five minutes each.

SEC. 4.—The questions debated at each meeting shall be summed up by the Chairman, after which the question shall be decided by a vote of the members present.

SEC. 5.—Visitors may be allowed to attend the meetings but shall not be allowed to vote.

---

**EXECUTIVE COMMITTEE.****ARTICLE III.**

The Executive Committee shall consist of the Officers of the Society, of whom three shall form a

quorum, whose duty shall be to manage the business of the Society, approve subjects for debate, appoint speakers, essayists and readers.

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### **FEEs.**

#### **ARTICLE IV.**

The annual subscription to this Society shall be \$ —————, but payment of this shall be required of gentlemen only.

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### **ELECTION OF MEMBERS.**

#### **ARTICLE V.**

Candidates for Membership shall be elected by open vote, at the meeting next following their nomination, a three-fourths vote being necessary to constitute an election.

#### **ARTICLE VI.**

No additions, alterations, or amendments shall be made to these By-laws, nor can any part thereof be repealed, without two weeks' notice, and a three-fourths majority of votes of members present. It shall, however, be lawful to suspend any By-law on a majority vote, and for the evening only.

# RULES OF ORDER.

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## RULE I.

No motion shall be stated, unless moved and seconded, nor be open for consideration until put from the chair.

No motion shall be put from the chair unless submitted in writing, except a motion to adjourn, to lie on the table, or the previous question.

## RULE II.

Members shall have the privilege of speaking twice on any subject, but not oftener without the consent of the Society, and no member shall speak more than once, unless every member wishing to speak shall have spoken.

## RULE III.

All questions, unless otherwise fixed by By-law, shall be decided by a majority of votes.

## RULE IV.

The Chairman shall preserve order and decorum, and shall decide questions of order, subject to an appeal to the Society.

## RULES OF ORDER.

## RULE V.

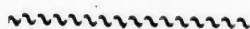
When the Chairman is called upon to explain a point of order, he shall state the rule applicable to the case without argument or comment.

## RULE VI.

No amendment to a motion can be received after an amendment to an amendment, unless for the previous question or adjournment.

## RULE VII.

No alterations can be made to the Rules of Order, without two weeks' notice and a majority agreeing thereto, nor can any rule be suspended but by a like vote and for the evening only.





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